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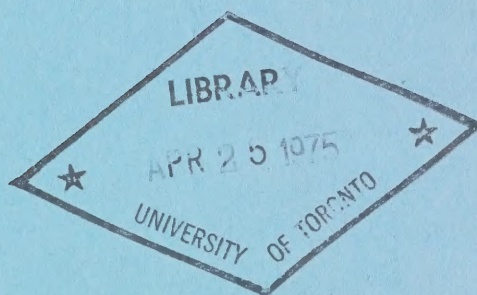
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INDEX OF STATISTICAL FILES
IN THE
ONTARIO GOVERNMENT
1974



Ontario

Ministry of Treasury
Economics and
Intergovernmental
Affairs

INDEX OF STATISTICAL FILES IN THE ONTARIO GOVERNMENT 1974



Ontario

THE HONOURABLE JOHN WHITE, Minister of Treasury,
Economics and Intergovernmental Affairs
A. RENDALL DICK, Deputy Minister



FOREWORD

For many years, information officers, researchers and other attempting to find statistical documentation within the Ontario Government, have had a problem knowing where to search for the appropriate files. Now that problem has been solved through the development of this index which lists all the files that can legitimately be made accessible to those outside the government.

As the following pages explain in detail, statistical files from all ministries of the government are listed and cross-referenced for quick and easy search. Using the catalogue's index and a simple coding system, anyone embarking on research requiring statistics can quickly discover what files exist on a given subject, what those files contain, and which ministry has them. Readers who wish to obtain the information listed in a specific file are urged to apply directly to the ministry or agency named at the top of the listing.

Future editions of this index will be modified and expanded according to the needs and wishes of the users.

We are most grateful for the co-operation and help provided by the ministries, boards and commissions whose files are listed here.

Readers who have suggestions for improvements in future editions of this index are cordially invited to write to Mr. S.N. Sharma, Ontario Statistical Centre, 9th Floor, 56 Wellesley Street West, Toronto, Ontario.

K. Cheng
Director
Ontario Statistical Centre

HOW TO USE THIS CATALOGUE

Each page in the main body of this catalogue is a separate listing (or "abstract") of a file (physically, it may be a whole body or series of files) available in some ministry, board or commission of the Ontario Government.

Each listing contains these points of information:

- the name of the ministry or agency;
- the branch where the file is kept;
- a summary of the file content and its objective;
- the approximate number of records contained in the file;
- the degree of the file's confidentiality (if any);
- the mode of storage (such as paper, punch card, computer tape);
- the retention period for the file;
- the "key identifier" or chief means by which entries in the file are identified for purposes of retrieval. For instance, the file on exhaust emission from cars is "keyed" in three ways - by model year, manufacturer and engine displacement.

To find out what files exist on a given subject, first consult the index, which begins on page 1. After each listing you will see one or more code designations consisting of a capital letter and a number. For instance, files on timber are listed this way:

Timber

scaling, M31

utilization and production, M21

The capital letter of the code (in this case, M) indicates the ministry that keeps the file (in this case, Natural Resources). It also indicates the general section of the catalogue where the relevant abstracts can be found, since the abstracts are grouped by ministry or board or commission, from A,B, and C through to T.

In this instance, then, you would turn to section M, page 31 (simply headed "M31") to see what records are kept by the Natural Resources Ministry on timber scaling. Next you would turn to page M21 to see what files exist on the utilization and production of timber.

As you will see when you use the index, it is not necessary to know at this stage that M, for instance, denotes the Ministry of Natural Resources. The code system will take you to the correct abstract page without your knowing this. However, if you wish to follow up this lead and examine the file, you can quickly note the name of the ministry appearing at the top of the abstract.

For handy reference, the alphabetical codes are listed on page IV.

Cross references are also used in the index to help you find the correct listing. For example the cross reference

Agricultural Produce - see Agriculture - production

will refer you to the full indexing of the subject Agricultural production.

TERMS USED IN THIS CATALOGUE

A statistical file contains the records of all data collected by ad hoc surveys and continuous surveys (monthly, quarterly, annually) used to assist in research and development, policy planning, drafting legislation and other purposes. Such a file comprises the original source documents - that is, it is not in derived form. Some files listed in this catalogue are not statistical files in this sense but are files of statistical aggregates derived from administrative records.

Statistics, as used above, means facts or numerical data assembled, classified and tabulated to present significant information about a given subject.

Data means facts or figures from which statistics can be inferred.

File Objective is the description of the use to which the data in the file is put, in broad terms.

File Description is the general description of an organized collection of records directed toward a specific purpose and intended to help in policy planning, research and development or some other activity.

File Size is the number of records contained in a file.

A record is a collection of related information about a specific subject. For instance, the file on greenhouse-grown cut flowers contains a record on each greenhouse. Collectively, these records form one statistical file.

Key Identification refers to the major means of listing or identifying the items in a file - such as the name of the person or company or a person's Social Insurance Number.

KEY TO THE ALPHABETICAL CODE

- A - Agriculture and Food
- B - Attorney General
- C - Colleges and Universities
- D - Community and Social Services
- E - Consumer and Commercial Relations
- F - Correctional Services
- G - Education
- H - Environment
- I - Government Services
- J - Health
- K - Industry and Tourism
- L - Labour
- M - Natural Resources
- N - Revenue
- O - Solicitor General
- P - Transportation and Communications
- Q - Treasury, Economics and
Intergovernmental Affairs

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STATISTICAL FILE LISTINGS

Ministry/Agency: Ministry of Agriculture and Food
Agricultural Research Institute
of Ontario

File Name: Agricultural Research Data -
University of Guelph

File Objective: To provide data for a basis of
research findings which are
reported in the annual reports
of the Agricultural Research
Institute of Ontario

File Description: This file contains agricultural
research data collected and held
by University of Guelph operating
under a standing contract with
Ministry of Agriculture and Food
together with agricultural research
data collected by colleges and
institutions operated by the
Ministry of Agriculture and Food

File Size: not available

Key Identifier: not available

Confidentiality Status: public after publishing Annual Report

Mode of Storage: not available

Retention Period: perpetual

Ministry/Agency: Ministry of Agriculture and Food
Extension Branch

File Name: Agricultural Engineering Extension
Service Annual Report

File Objective: To provide records of activities,
programs, progress, changes in
Agricultural Engineering Extension
programs in individual areas and
on a provincial basis

File Description: This file contains the annual reports
of each Agricultural Engineer in
Extension Branch; statistical reports
and comments are made on: - drainage
designs, pond designs, farm structures
designs, miscellaneous designs, 4-H
tractor and engineering clubs, talks,
scientific papers and schools, mass
media presentations

File Size: 1 compiled report and 1 report per
year per engineer

Key Identifier: by location of engineer and by name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Extension Branch

File Name: Annual Reports of Agricultural Offices
by County

File Objective: To prepare Annual Report of Extension
Branch

To provide a record of activities,
programs, changes and progress of
extension work in each county and
district

File Description: This file contains annual reports of each
County or District office in the Province
where an Agricultural office is located;
statistical reports and comments on:
personnel, present state of, and changes
in agricultural economy, new trends,
activities, projects, farm business
management contracts, livestock management
contracts, soil and crop management contracts,
general extension programs and activities,
4-H club statistics, analysis and activities,
junior farmers statistics and activities,
assistance provided to farmers in Northern
Ontario, mass media releases

File Size: 54

Key Identifier: by county or district and by year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Pesticide Use by Farmers

File Objective: To determine amount of agricultural
chemicals used by farmers, the crops
they were used on and the degree of
control obtained by their use

File Description: Four page survey schedule listing
crops and chemicals

File Size: 20,000

Key Identifier: numeric code

Confidentiality Status: summaries released

Mode of Storage: schedules stored

Retention Period: not yet decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Grain Corn Storage and Consumption
in Ontario

File Objective: To accumulate historical data on Ontario
grain corn shortage, movement and
consumption after publishing the results
of the monthly survey monthly

File Description: One page questionnaires, separated into
grain corn industry groups

File Size: 120 per month

Key Identifier: numeric code

Confidentiality Status: summaries released

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Dead Animal Disposal Statistics
- Monthly

File Objective: To compile statistics re: number of
dead animals collected

To maintain records of reports on dead
animal plants to ensure that meat from
dead animals is not processed or sold
for consumption

To prevent the spread of disease from
dead animals by checking to see that
they are all collected after death and
from farm to farm by inspecting trucks,
plants, etc. to see that sanitary records
are adhered to

File Description: This file contains data on the licensed
operators under the Dead Animal Disposal
Act, monthly statistics for the number
of dead animals collected and inspection
reports on plants and correspondence

File Size: 55

Key Identifier: name and address

Confidentiality Status: aggregates - not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Livestock Community Sales Reports

File Objective: To provide information on sales
conducted under the Livestock
Community Sales Act, listing the
number of animals sold and the
number rejected

File Description: The file contains information on the
number of animals sold and rejected

File Size: 70 - 90

Key Identifier: name of sales barn and owner

Confidentiality Status: aggregates - not confidential

Mode of Storage: paper file

Retention Period: not determined

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Animals Used in Research

File Objective: To record the number of every species of animal used for research in a registered research facility each year

To record the number of dogs and cats purchased or otherwise acquired by registered research facilities each year and their source

To record the number of dogs and the number of cats that in any experiment or surgical procedure did not recover from anaesthesia

To assist enforcement of the Animals for Research Act

File Description: Contains annual statistics reported by registered research facilities

File Size: 75

Key Identifier: name and address

Confidentiality Status: aggregates - not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Veterinary Services Laboratory Test
Results
Laboratory - Diagnostic

File Objective: To provide data for a summary of
workload and disease conditions found

File Description: This file contains a record of
submission of specimens by species
and sample examined and of tests
performed in each of the six
laboratories

File Size: 6

Key Identifier: there is a key identifier - description
not available

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

A10

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Value per head of Livestock
(semi-annual)

File Objective: To estimate inventory value of
livestock on farms in Ontario

File Description: This file contains the average value
per head of livestock on farms

File Size: 5,000 - 6,000

Key Identifier: none

Confidentiality Status: aggregate data appears in Annual
Report, Publication 20

Mode of Storage: schedules stored

Retention Period: 5 years

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Price Correspondents
(monthly)

File Objective: To prepare tables showing price
trends of farm products for
publication in "Monthly Crop
and Livestock Report"

File Description: This file contains data on the
average neighbourhood prices of
field crops and livestock at the
15th of each month

File Size: 1200

Key Identifier: none

Confidentiality Status: "Monthly Crop and Livestock Report"
available on request

Mode of Storage: schedules are stored

Retention Period: 2 years

A12

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Nurseries (Annual)

File Objective: To prepare tables for publication in
"Seasonal Fruit and Vegetable Report"
showing sales of fruit trees to fruit
growers by variety

File Description: This file contains nursery sales of
fruit trees by kind and variety

File Size: 246

Key Identifier: none

Confidentiality Status: "Seasonal Fruit and Vegetable Report"
available on request

Mode of Storage: records stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Milk Containers

File Objective: To provide a summary to retail milk
packages by size and type in the 5
major markets of Ontario for publication
in the "Monthly Dairy Reports"

File Description: This file contains data describing the
types of containers in which milk is
sold in Ontario

(refer to ministry form D 147)

File Size: not recorded

Key Identifier: none

Confidentiality Status: "Monthly Dairy Reports" available on
request

Mode of Storage: schedules are stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Grape-Growers

File Objective: To obtain general information about
grape-growers operations

File Description: This file contains information
concerning size of operation,
varieties grown, plantings,
removals and general information
about the grape-growers operation

File Size: 2000

Key Identifier: name and address

Confidentiality Status: averages and aggregates published

Mode of Storage: records stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Extension Branch

File Name: Extension Branch Annual Reports

File Objective: To provide a record of the activities,
programs, changes and progress of the
Extension Branch from inception to
present

File Description: This file contains compiled report of
Extension Branch activities for each
fiscal year based on the reports from
each of the 54 individual county or
district agricultural offices

File Size: not available

Key Identifier: by year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Crop Correspondence -
monthly

File Objective: To prepare tables showing crop
conditions and estimates of yield
for publication in "Monthly Crop and
Livestock Report"

File Description: This file contains data on crop
conditions, estimated of yields,
etc.

File Size: 1800

Key Identifier: numeric code

Confidentiality Status: "Monthly Crop and Livestock Report"
available on request

Mode of Storage: schedules are stored

Retention Period: 3 years

Ministry/Agency: Ministry of Agriculture and Food
Crop Insurance Commission of Ontario

File Name: Insurance Contracts (Crop)

File Objective: To provide data to underwrite an insurance contract, and to use in statistical analysis and in actuarial calculations

File Description: This file contains records of individual crop insurance contracts of up to 12 insurance plans presently available

File Size: 6,000

Key Identifier: contract number

Confidentiality Status: statistics - not confidential

Mode of Storage: paper file (primarily), punch card and computer tape (for analysis)

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Semi-Annual Survey of Farmers

File Objective: To prepare estimates of field crop
acreages and livestock inventories
on a county basis

File Description: This file contains data on field crop
acreages, livestock numbers by class
and age, etc.

File Size: 34,000

Key Identifier: numeric code

Confidentiality Status: aggregates - published

Mode of Storage: computer tape

Retention Period: 5 years

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Retail Price of Milk by Container Type

File Objective: To prepare tables showing retail
price of milk by container type in
38 Ontario markets for inclusion in
"The Monthly Dairy Report"

To indicate pricing trends between
jug stores, chain stores, home
delivery, etc. in major market areas

File Description: This file contains data on the retail
price of milk in various types of
outlets by container type, in 38
Ontario markets

File Size: 200

Key Identifier: not recorded

Confidentiality Status: "Monthly Dairy Report" available
upon request

Mode of Storage: schedules stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Agricultural Manpower Services

File Name: Reports to Canada Manpower Centre
re: vacancies for full time farm
employment

File Objective: To keep the Department of Manpower
and Immigration advised of the farm
employment situation in Ontario

File Description: This file contains data on the type
of vacancy (from farm employer request
for farm help), number of vacancies
(per individual request), location
of job and the nearest largest centre
(preferably nearest - C.M.C. office)

File Size: not recorded

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: not recorded

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Meat Inspection Reports

File Objective: To provide information for examining
carefully the diseases occurring in
animals and to maintain comparative
annual records to determine the
statistical incidence of certain
diseases and conditions

File Description: This file contains information on the
ante-mortems and post-mortems on the
animals inspected

File Size: 248 slaughtering plants
146 meat inspectors

Key Identifier: county and plant number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Monthly Creamery and Cheese Factory
Survey

File Objective: To prepare statistics concerning
production and stocks of butter,
cheese and whey butter for
publication in "Monthly Dairy
Report"

File Description: This file contains data on the
production and stocks of cheddar
cheese, creamery butter and whey
butter

File Size: 140

Key Identifier: not recorded

Confidentiality Status: "Monthly Dairy Report" available
upon request

Mode of Storage: schedules stored

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Monthly Dairy Schedule

File Objective: To prepare the statistics concerning the sales of milk and cream by type, by area and by container size for publishing in the "Monthly Dairy Report"

File Description: This file contains data on the sales of milk by licensed distributors by area, class of milk and container size

(refer to ministry form D 147)

File Size: 245

Key Identifier: none

Confidentiality Status: "Monthly Dairy Report" available upon request

Mode of Storage: schedules are stored

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Ontario Census of Fruit Trees

File Objective: To produce a breakdown of fruit trees
in Ontario based on type, variety, age
and geographic region and also by root
stock for apples

File Description: This file contains data on fruit trees
on farms broken down by variety, age, etc.

File Size: 8,000

Key Identifier: not recorded

Confidentiality Status: available on request I) Apples
in reports, II) Tender Fruits
III) Grapes

Mode of Storage: schedules stored

Retention Period: indefinitely

Ministry/Agency: Ministry of the Attorney General
Law Society of Upper Canada

File Name: Ontario Legal Aid Plan - Annual
Report Statistics

File Objective: To assist the management of the Legal
Aid Plan in its resource allocation and
control responsibilities

File Description: This file contains information on:

1. Workload - applications received,
certificates issued, persons assisted
by duty counsel, appeals, etc.;
2. Finances - fees and disbursements,
recoveries, expenses;

by court and type of case

File Size: 46 records per year (i.e. 1 record/area)

Key Identifier: year, area

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Public Trustee's Branch

File Name: Public Trustee - Annual Report Statistics

File Objective: To assist management by providing
information for planning, administrative
control purposes

File Description: This file contains information on:

1. Workload - number of estates and
trusts;
- assets value;
2. Investment Income; by type of estate
or trust under management or supervision

File Size: 1 record per year

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Administration of Justice Division

File Name: Courts Administration - Statistics,
Annual Report of the Inspector of
Legal Offices

File Objective:

1. To assist management by providing information for resource allocation purposes; and
2. To satisfy a legislative requirement

File Description: This file contains information on:

1. Judicial Offices, (i.e. Sheriff, Local Registrar, S.C.O., County and District Court Clerk, Surrogate Registrar, Local Master, S.C.O., Crown Attorney, and Clerk of the Peace)
2. Provincial Judges (Criminal Division)
 - Number of dispositions in the Provincial Courts (Crim. Div.);
 - Fines and fees paid to the Province, and to Municipalities and the Federal Government;
3. Small Claims Courts
 - Number of claims entered;
 - Gross fees collected by Small Claims Court Officials

File Size: 295 records per year (i.e. 1 record/
information type/location)

Key Identifier: year, information type, location

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Criminal Injuries Compensation Board

File Name: Criminal Injuries Compensation Board -
Annual Statistics

File Objective: To assist management by providing
information for planning, administrative
and resource allocation purposes

File Description: This file contains information on:

1. Caseload - numbers of applications received, heard and dismissed, number of hearings pending;
2. Compensation - number of awards granted by type and average award

File Size: not available

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Ontario Municipal Board

File Name: Ontario Municipal Board -
Annual Statistics

File Objective: To assist management by providing
information for planning, administrative
and resource allocation purposes

File Description: This file contains information on:

1. Caseload - number and type of matters
handled by the Board;
2. Revenue - value of fees received by the
Board payable on various types of
applications and orders

File Size: not available

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of Colleges and Universities
University Affairs Division

File Name: Academic Staff and Salary Schedule
(Form UA-1)

File Objective: To provide statistical information
for cost study purposes re: universities

File Description: Contains information on the academic
staff salaries at provincially assisted
universities

File Size: 1680

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Allocation Inventory Data

File Objective: To provide space data for input
to the Capital Formula Entitlement
and Allocation Model for the
universities and other applicable
institutions, excluding the Colleges
of Applied Arts and Technology

File Description: Contains net assignable square
footage, building age and age/
quality discount building areas
for appropriate buildings at
universities and other applicable
institutions

File Size: 500

Key Identifier: institution and building code

Confidentiality Status: not confidential

Mode of Storage: card file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Capital Project Support Data
(Space/Cost Library)

File Objective: To provide data for comparative cost
analysis for the Universities, Colleges
of Applied Arts and Technology, and
other applicable institutions

File Description: Contains tender costs by element,
\$/gross square foot, \$/net square
foot, adjusted unit costs, and %
space distribution

File Size: 1000

Key Identifier: institution and building code

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Five Year Program - Capital Formula Data
(Space Available and Required)

File Objective: To provide space data for the universities
and other applicable institutions other
than the Colleges of Applied Arts and
Technology, to provide as basis to determine
capital entitlements

File Description: Contains data by institution on total space
available, space required for full-time,
part-time and trimester students, new
space required

File Size: 300

Key Identifier: year, institution

Confidentiality Status: not confidential except at
preliminary stages

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Ontario Universities Physical Resources
Survey

File Objective: To record and assess use of physical
resources

File Description: Contains:

- 1) physical resources inventory of universities
- 2) staff roster and staff location data
- 3) class meeting schedule data
- 4) graduate student location data
- 5) building characteristics
- 6) building area data, gross square footage, net square footage
- 7) room characteristics
- 8) reader space use data
- 9) dining station use patterns
- 10) land resources inventory

File Size: not available

Key Identifier: university code, building code, room code,
etc.

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Space Factor Data - Students

File Objective: To provide data for comparative
space use analysis

File Description: Contains data on the net assignable
square feet
a) by space type/student contact hour
b) by space type/user

Information on hrs/week of use,
% station occupancy, program and
level parameters

File Size: 200

Key Identifier: space use type

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Statistical Services Branch

File Name: University Enrolment Data UAR System

File Objective: To provide data to determine the
basic income units for paying out
grants to universities and statistical
data on enrolments

File Description: Contains information on the actual
enrolment at each university by
program and academic level

File Size: 41,160

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: I.S.F. (Individual Specific File)
Inventory Data

File Objective: To provide space data for input to
the Campus Model for planning purposes
for the Colleges of Applied Arts and
Technology

File Description: Contains square footage for appropriate
buildings at the colleges

File Size: 300

Key Identifier: project, facility, campus, building code

Confidentiality Status: not confidential

Mode of Storage: card file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Financial Statements of all Colleges of
Applied Arts and Technology, Universities,
and related Institutions

File Objective: To provide financial information concerning
the operations and financial positions of
the above mentioned institutions

File Description: Audited financial statements in the
prescribed formats

File Size: one report per year from each of the
institutions

Key Identifier: name of institution

Confidentiality Status: available in the Legislative Library

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Provincial Library Service Branch

File Name: Annual Report of Public Libraries

File Objective: To collect statistics on public
libraries for ministry use

File Description: This file contains data on:

1. Stock and circulation
2. Statement of Revenue Expenditure
3. Staff levels and salary ranges

File Size: 400

Key Identifier: name of board

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape

Retention Period: only current 2 years

Ministry/Agency: Ministry of Colleges and Universities
College Affairs Branch

File Name: Registered Nursing Assistant (R.N.A.)
Schools

File Objective: To compile data for Ministry of Colleges
and Universities Ministers Report

File Description: Contains:

- 1) number of students enrolled per
class and annually
- 2) number of students graduating per
class and annually
- 3) attribution rate per class and annually
- 4) number of graduates employed per class
and annually

File Size: not available

Key Identifier: R.N.A. School

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Statistical Services Branch

File Name: Part-time CAAT Students

File Objective: To provide data for College Affairs
Branch and the Council of Regents

File Description: Specific statistical information on
CAAT Part-time post-secondary students

File Size: 30,000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Training in Business and Industry

File Objective: Monthly enrolment and courses offered

File Description: Monthly enrolment in T.I.B.I. programs
in the colleges in Ontario

File Size: paper files

Key Identifier: T.I.B.I. enrolments
MTB #1369

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Monthly Report on Enrolment in
Retraining Programs

File Objective: Not available

File Description: File contains monthly enrolment reports
in retraining at the Colleges and Training
Centres in Ontario

File Size: N/A

Key Identifier: manpower training, MTB #1367

Confidentiality Status: not confidential

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Statistical Services Branch

File Name: I.S.F. (Individual Specific File)
Students

File Objective: To provide background and program
information on full-time post-secondary
students enrolled in the Colleges of
Applied Arts and Technology

File Description: Contains social and academic background
information, program enrolments,
graduation and withdrawal information

File Size: 50,000

Key Identifier: I.S.F. ST

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Colleges and Universities
Statistical Services Files

File Name: I.S.F. (Individual Specific File)
Staff

File Objective: To provide background and salary
information on staff employed by the
Colleges of Applied Arts and Technology

File Description: Contains social, academic and prior
experience information on all staff
members by employment categories

File Size: 10,000

Key Identifier: I.S.F. SF

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Colleges and Universities
College Affairs Branch

File Name: Monthly Enrolment Report of Fee
Payers in Short Programs

File Objective: That information may be readily available
to the C.A.B. or others in the ministry

File Description: Monthly enrolment report on full-time
and part-time students in C.A.B. short-
programs

File Size: records separate as of April 1974

Key Identifier: C.A.B. #20

Confidentiality Status: not confidential

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Monthly Report on Enrolment in
Apprentice Training Programs

File Objective: To provide information as needed to
M.T.B. and others

File Description: File containing monthly enrolment
reports for all colleges in Ontario
where apprentice programs are available

File Size: records from April 1974

Key Identifier: apprentice training, M.T.B. #1368

Confidentiality Status: not confidential

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities

File Name: Management Development Program

File Objective: Monthly enrolment reports courses
offered

File Description: Monthly enrolment in Management
Development Programs in the colleges
in Ontario

File Size: paper files

Key Identifier: M.D.P.

Confidentiality Status: not confidential

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Religious Breakdown

File Objective: To provide data for research purposes

File Description: Religious Denominations in Canada and
Ontario, representing absolute numbers
and percentages, for year 1971

File Size: not available

Key Identifier: denominations by alphabet

Confidentiality Status: available on request

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Ethnocultural Maps of Toronto

File Objective: To provide data for research and for those interested in establishing services for ethnocultural groups in Toronto

File Description: Six (6) Maps of Toronto, showing percentage concentration of mother tongue groups, and featuring: English, French, Italian, Greek, Portuguese, and "Others" languages. The map dealing with "Others" excludes English and French. The maps have been established by computer, on the basis of 1971 census.

File Size: 6

Key Identifier: percentage legend

Confidentiality Status: available on request

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Immigration Statistics

File Objective: To provide data for research purposes

File Description: This file contains data on immigration from country of former residence and destination of immigrants for the period between 1961 - 1973

File Size: not available

Key Identifier: alphabetical subject system

Confidentiality Status: available in aggregate form only

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Homes for the Aged
Office on Aging Branch

File Name: Monthly Statistics

File Objective: To provide data for monthly publication
'Statistics about People'

File Description: This file contains data on

- 1) occupancy statistics for municipal homes for the aged and percentages
- 2) occupancy statistics for charitable institutions (for aged mainly) and percentages
- 3) occupancy statistics for charitable institutions (halfway house, etc.) and percentages
- 4) combined occupancy statistics for municipal homes and adult charitable institutions for the aged and percentages
- 5) private (foster) home care statistics and comparison percentages
- 6) waiting list for municipal, charitable (adult) and combined homes and percentages
- 7) change in occupancy from previous month and year by percentage
- 8) statistics on participation in programs of municipal, adult charitable and combined homes, number and percentage
- 9) statistics on number of elderly persons centres
- 10) statistics on number and progress of new projects all types of homes, centres, etc.
- 11) Regional Homes for the Aged bed ratios per 1,000 and general population 60 years and over, number and percentage.

File Size: 178

Key Identifier: location (county)

Confidentiality Status: only aggregate data available

Mode of Storage paper file

Retention Period: indefinitely (approximately 2 years)

Ministry/Agency: Ministry of Community and Social Services
Research and Planning Branch

File Name: Monthly Statistical Bulletin

File Objective: To provide data on municipal and
provincial welfare rolls

File Description: This file contains data on Family Benefits
and General Assistance beneficiaries and
expenditures

File Size: 1 publication per month

Key Identifier: by county and municipality

Confidentiality Status: publication readily accessible

Mode of Storage: paper file

Retention Period: indefinite

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Environmental Bulletin, of August 8, 1973

File Objective: To provide data for research purposes and
the information on ethnic immigration in
Ontario

File Description: Immigration to major cities in Ontario,
and to Vancouver and Montreal, by country
of origin, for each year from 1957 to 1971.
Computer printout.

File Size: 1 item

Key Identifier: eighteen cities, of which sixteen are
in Ontario

Confidentiality Status: available on request

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Mother Tongue Breakdown for Canada 1971
and Ontario

File Objective: To provide data on the ethnocultural
concentration in Canada, with special
extract established for Ontario

File Description: Population by mother tongue for Municipal
Subdivisions of 30,000 and over for Canada,
and Ontario, based on 1971 Census. From
the computer printout, figures were
extracted for Ontario Municipalities of
30,000 and over, and a separate file
established for this purpose

File Size: 2 items

Key Identifier: 35 language groups

Confidentiality Status: available on request

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Mother Tongue Breakdown for Toronto 1971

File Objective: To provide data on the ethnocultural concentration in Toronto, for the purposes of research and for those involved in servicing the communities

File Description: Computer printout of Metropolitan Toronto population breakdown by mother tongue, by 1971 census tract; featuring: = language group total in Metro Toronto; language group as percentage of total Metro Toronto population; = language group total by each census tract; the language group as percentage of the census tract's total population; the census tract's language group as percentage of the total Metro Toronto group

File Size: 1 item

Key Identifier: by 35 language groups, alphabetically,
by census tract

Confidentiality Status: available on request

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Central Directory of Ethnic Groups in
Ontario Data Bank

File Objective: To provide general and statistical information to all government ministries and the interested agencies on Ontario ethnocultural communities. The Data Bank is to also assist with planning and effective development of inter-group cooperation in areas of mutual concern, where the ethnocultural communities and agencies working for and with them could interact on ongoing bases.

The information contained in the file is subject to continuous updating, depending on the Questionnaire returns.

File Description: List of specific ethnic organizations, by the ethnocultural community, alphabetically for: (a) Toronto; (b) Ontario, outside of Toronto; amounting to approximately 800 different organization from among 68 major ethnocultural groups.

Assessment Files based on Questionnaire returns, grouped by the ethnocultural community, alphabetically; these include background material such as newspaper articles, grant requests, and the field officers' observations about the community and its organizations.

List of ethnic publications; ethnocultural religious organizations; and of ethnic churches: in Toronto, and in Ontario (outside of Toronto).

File Size: 68 sections, one for each ethnocultural community. Within each section, there are the background files, and the files relating to specific organizations.

Key Identifier: alphabetical order by ethnocultural
 community

Confidentiality Status: specific information provided on
 request when appropriate

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Geographical Index of Ethnocultural
Organizations

File Objective: To provide information on geographical
distribution of the various ethnocultural
organizations to the Government, and the
Citizenship Branch Field Officers

The information contained in the file is
subject to continuous updating, depending
on the Questionnaire returns and the Field
Officers providing the data

File Description: Index cards by the Field Office region,
including: Toronto, Hamilton, Ottawa,
Thunder Bay, and Windsor; and featuring
the ethnocultural organizations' names,
addresses, functions and programs

File Size: 5 sections; one for each Field Office
region

Key Identifier: by ethnocultural community, alphabetically

Confidentiality Status: available on request

Mode of Storage: index cards in metal filing cabinets

Retention Period: indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Registrar of Loan & Trust Corporations

File Name: Annual Report of the Registrar of Loan
and Trust Corporations

File Objective: To provide a management tool;

To provide an ongoing record of information
relative to the Loan and Trust Industry; and

To fulfill a requirement of the Loan and
Trust Corporations Act.

File Description: Contains annual financial statements,
statistical tables, and miscellaneous
information relative to the loan and
trust industry

File Size: one annual report for each year since 1887

Key Identifier: type of company and name

Confidentiality Status: not confidential

Mode of Storage: book

Retention Period: perpetual

Ministry/Agency: Ministry of Consumer and Commercial Relations
Superintendent of Insurance

File Name: Annual Report of the Superintendent of
Insurance of Ontario

File Objective: To provide a management tool;

To provide an ongoing record of
information relative to the
Insurance Industry; and

To fulfill a requirement of The
Insurance Act

File Description: Contains annual financial statements,
statistical tables and miscellaneous
information relative to the insurance
industry

File Size: one annual report for each year since 1878

Key Identifier: type of company and name

Confidentiality Status: not confidential

Mode of Storage: books

Retention Period: perpetual

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Annual Returns Report (Companies)

File Objective: To provide data on administrative
planning for public information

File Description: Contains reports of returns,
cancellations and amendments
of companies

File Size: 153,000

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape and micro-film

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Cancellations (Companies)

File Objective: To provide data for administration
and planning

File Description: Contains data on cancellations
of companies

File Size: 153,000

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file and micro-film

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Ontario Securities Commission

File Name: Public Filing System of Prospectus
Filings Parts IX, X, XI, XII of Ontario
Securities Act

File Objective: To provide data for public information

File Description: Contains prospectuses, offerings to
shareholders, statements of material
facts, amendments, private placements,
exempt purchases, take-over circulars,
proxy solicitations, information
circular filings, financial statements
and insider reporting

File Size: 10,000

Key Identifier: company name

Confidentiality Status: not confidential

Mode of Storage: paper file and microfiche

Retention Period: permanent

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Statistical Report (Companies)

File Objective: To provide data for administration
and planning

File Description: Contains data on the number and
type of corporation, place of
incorporation, number of active
companies and number of defaults

File Size: 153,000

Key Identifier: name

Confidentiality Status: available to the public

Mode of Storage: paper file, computer tape and microfiche

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Registrar General

File Name: Annual Ontario birth registrations
(statistical data)

File Objective: To produce statistics at the provincial
and federal level relating to births
occurring in Ontario

File Description: Contains numerical statistical data
relating to each birth registered

File Size: 126,000

Key Identifier: birth index number

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Registrar General

File Name: Annual Ontario death registrations
(statistical data)

File Objective: To produce statistics at the provincial
and federal level relating to deaths of
Ontario residents and visitors

File Description: Contains numeric statistical data relating
to each death registered

File Size: 59,000

Key Identifier: death index number

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Registrar General

File Name: Annual Ontario marriage registrations
(statistical data)

File Objective: To produce statistics at the provincial
and federal level relating to marriages
occurring in Ontario

File Description: Contains numeric statistical data relating
to each marriage registered

File Size: 72,000

Key Identifier: marriage index number

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Property Rights Division

File Name: Monthly and Annual Returns from 65
Land Registry Offices

File Objective: To provide current data on workload

To relate revenue and expenditure

To allow for compilation of
statistical data for present and
past periods

File Description: This file contains monthly and annual
returns from 65 Land Registry Offices

File Size: 1,990 monthly records
indeterminate annual records

Key Identifier: annual returns - filed by year
monthly returns - filed by month

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinite

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Pyramid Schemes

File Name: Pyramid Schemes - Prospectus

File Objective: To maintain a record of prospectus filed
by pyramid scheme promoters

File Description: Contains all or part of the copies
of the accepted prospectus, Parts
A and B

File Size: 214

Key Identifier: alphabetically by company name

Confidentiality Status: parts A and B of the prospectus
are public

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Correctional Services
Administrative and Financial
Services Division
Administrative Services Branch

File Name: Annual Report Statistics - Adult
Records

File Objective: To provide data for the preparation
of the ministerial annual report
which provides statistics to
ministry staff for policy planning,
resource deployment, etc.

File Description: This file contains data on the
number of adult persons committed
to the ministry's care classified
as to age, sex, crimes, sentences,
previous convictions, education and
marital status, etc.

File Size: 64

Key Identifier: institution name - inmate number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Correctional Services
Juvenile Division
Training Schools

File Name: Annual Report Statistics - Training
Schools

File Objective: To provide data for the ministerial
annual report

To produce statistics for policy
planning, resource deployment, etc.

File Description: This file contains data on the number
of juvenile persons admitted to the
ministry's care (training schools)
as to age, geographical location,
previous court appearances, case
disposition, education, etc.

File Size: 13

Key Identifier: ward number assigned at reception
centres

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Grants Services Section

File Name: Annual Financial Statements and
Schedules

File Objective: To provide data -
a) for estimating and verifying board
expenditures and calculating
b) for reports to Treasury and Economics
c) for estimates of capital needs
d) for planning and forecasting, in part,
by computer simulation

File Description: This file contains school board annual
Financial Statements, Schedules and
other related data

File Size: approximately 220 boards

Key Identifier: MIDENT

Confidentiality Status: aggregate data are published annually
in the publication Education Statistics - Ontario

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: Approval for Innovative Courses
(Form MA 130)

File Objective: Operational record used to analyze provincial educational trends; also serves as proof to the ministry that certain courses have been approved for use in local schools

File Description: Contains originals and copies of correspondence involving the Regional Directors, School Boards, and the Branch, relating to the submission of courses developed by teachers for approval. Attached to the requests for approval are detailed course outlines. Ministry support work such as reports and recommendations by Educational Officers in the Curriculum Development Branch may also be included

File Size: correspondence with 220 boards

Key Identifier: alpha by school board

Confidentiality Status: aggregate not confidential - available annually from the text of the Annual Report of the Minister of Education

Mode of Storage: paper file

Retention Period: 9 years

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: "Circular 15: Canadian Curriculum
Materials"

File Objective: To provide Ontario teachers with a
guide to learning material of Canadian
authorship and manufacture

File Description: File describes books; films and
other educational media in the
following matter:

- title, author(s), edition,
publisher and date
- type (book, film, film loop, etc.)
- size (book, number of pages, 16mm,
running time, whether black or white
or colour

File Size: over 2,000 entries

Key Identifier: cross indexed by title, author, publisher,
date and by subject matter

Confidentiality Status: not restricted

Mode of Storage: computer tape and annual publication

Retention Period: not stated

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Architectural Services Section

File Name: Legislative Grant Approvals for
School Construction

File Objective: To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal

File Description: This file contains data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space, allocation to general or vocational education and cost of furniture and equipment

File Size: all new projects approved since 1965.
volume is 221 elementary and 67 secondary
in 1972

Key Identifier: name of school and board and project number

Confidentiality Status: aggregate published annually in the
text of the Report of the Minister of Education

Mode of Storage: paper file

Retention Period: life of building plus three years

Ministry/Agency: Ministry of Education
Education Data Processing Branch
Systems Development

File Name: Master Identification File MIDENT

File Objective: Designed for control of and access to major fields of education data in Ontario by co-ordinating all computer reference to schools and boards. (Some of the major users are Regional Offices, School Business and Finance, Planning and Research and the Education Data Processing Branches. The latter uses it for its data processing services to boards)

Provides address file and circulation list for Ministries, under the responsibility of Management Services Branch

To provide a means of identification which is an inter-related numbering system for units of public and private elementary and secondary education in Ontario

Provides the means by which data from major forms can be systematically aggregated and disaggregated

File Description: This file contains descriptive information such as type of school, type of board and type of municipality

File Size: approximately 5,000 schools

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely from 1966

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Architectural Services Section

File Name: School Accommodation Inventory

File Objective: To identify the accommodation in
each school in Ontario

File Description: Contains a description of all eligible
spaces used for instructional purposes
within a school

File Size: all elementary and secondary schools in
Ontario (approximately 4,500 in number)

Key Identifier: MIDENT

Confidentiality Status: NIL

Mode of Storage: computer tape

Retention Period: life of building plus three years

Ministry/Agency: Ministry of Education
Planning and Research Branch
Statistics Section

File Name: September School Reports - Elementary,
Secondary and Private Schools

File Objective: To provide data for analysis in tables
published in Minister's Reports and also
utilized for detailed printouts by school
within board, education region, municipality
and county, district, or regional municipality

File Description: This file contains:

- 1) Balance sheet of enrolment
- 2) Balance sheet of teaching staff
- 3) Numbers of English speaking students
receiving instruction in French
- 4) Number of French speaking students
receiving instruction with French as
a medium of communication
- 5) Special equipment
- 6) Enrolment by grade and sex, by age and sex
- 7) Special facilities or accommodation and
tabulation of pupil retirement to replace
individual pupil retirement forms
- 8) In addition for private schools 1) form of
control 2) church or religion 3) enrolment
by province or country of origin

File Size: 5,000

Key Identifier: MIDENT

Confidentiality Status: little restriction; school detail for
outside personnel is subject to official sanction

Mode of Storage: computer tape

Retention Period: indefinitely from 1965

Ministry/Agency: Education, Provincial Schools Branch
Correspondence Courses Services, 1152
Bay Street

File Name: Student Files
Correspondence Courses Services

File Objective: Maintain record of students' activities
with Correspondence Courses

File Description: Transcripts; correspondence; tests;
application forms; statements of
completion

File Size: 200,000

Key Identifier: alphabetical by student name

Confidentiality Status: aggregate published annually in
Education Statistics - Ontario

Mode of Storage: paper file

Retention Period: indefinitely retained record

Ministry/Agency: Ministry of the Environment
Water Resources Branch

File Name: Daily Flows - Rivers and Streams
in Ontario

File Objective: To provide data for water quantity
evaluation

File Description: Contains data on flow values for
rivers and streams in Ontario

File Size: 40,000

Key Identifier: station number

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

H2

Ministry/Agency: Ministry of the Environment
Legal Services Branch

File Name: "Enforcement - Ontario Water Resources
Act"

File Objective: To provide data to answer inquiries
To assess workloads of legal offices

File Description: Contains enforcement action taken under
the Ontario Water Resources Act including
prosecutions and administrative orders

File Size: 50 per annum

Key Identifier: name of company or individuals, number of
convictions, dates of administration

Confidentiality Status: not confidential - statistics are
sparingly examined before release to public to avoid
misinterpretation of their significance

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Technical Services Branch

File Name: Equipment Maintenance

File Objective: To provide data for an inventory
and evaluation of equipment

File Description: Contains data on the description
of equipment, time and materials
used in repairs

File Size: 2000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

H4

Ministry/Agency: Ministry of the Environment
Waste Resources Branch

File Name: Water Quality Sample Master File

File Objective: To provide analyses of water samples as part of the Ministry's water management program

File Description: Contains records with identification, location, time, parameters tested and result data for water samples from lakes and rivers

File Size: 150,000

Key Identifier: 1) time 2) location 3) agency sampling

Confidentiality Status: information available in reports of the Water Resources Branch

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Resources Branch

File Name: Well Record (water)

File Objective: To provide data on the location, extent
and yield of water bearing formations in
Ontario

File Description: Contains records of all water wells drilled
by drilling contractors in Ontario since 1947

- a) records indicate location of well,
ownership, depth, formations encountered
during drilling, construction data screens,
casings used, etc.

File Size: 180,000 records to the end of 1973
increase annually by 10,000

Key Identifier: five digit municipal code for location
of well

Confidentiality Status: catalogues are now published and
distributed

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides Section

File Name: Poison Control Information
(Electronic File System)

File Objective: Data for use in emergency situations,
illness or death caused by accidental
treatment

Provide data for preventative treatment

File Description: Contains information on chemical
composition, toxicity, first aid
and antidotes

File Size: not available

Key Identifier: generic, chemical or common name
(filed alphabetically)

Confidentiality Status: not confidential

Mode of Storage: card system

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides Section

File Name: Licensed Pesticides Exterminators

File Objective: To provide information on all
licensed pesticides exterminators
in the Province of Ontario

To provide data for investigations
regarding complaints received from
the public

To control the use of pesticides by
licensed personnel

File Description: Contains information on all licensed
operators and exterminators in the
Province of Ontario

File Size: not available

Key Identifier: different colour of cards for different
classes of licences

Confidentiality Status: not confidential

Mode of Storage: card wheel - double

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides Section

File Name: Licensed Pesticide Vendors

File Objective: To provide information on all licensed
Pesticide Vendors in the Province of
Ontario

To provide data for investigations
regarding complaints received from
the public

To control the sale of pesticides by
licensed personnel

File Description: Contains information on all licensed
Pesticide Vendors in the Province of
Ontario

File Size: not available

Key Identifier: covering letter in numerical and
alphabetical sequence

Confidentiality Status: not confidential

Mode of Storage: binders

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Resources Branch

File Name: Hydrologic Data Master File

File Objective: To record hydrologic parameter data for such parameters as snowfall, rainfall, evaporation, streamflow, etc.

File Description: - hydrologic station identification number
- time of recording
- parameter code
- parameter value
- etc.

File Size: 30,000

Key Identifier: station number

Confidentiality Status: non-confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Resources Branch

File Name: Water Well Municipal File

File Objective: To provide names of municipalities
corresponding to municipal codes

File Description: Municipal code
Municipal name and classification
County name

File Size: 1,500

Key Identifier: municipal code

Confidentiality Status: non-confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Resources Branch

File Name: Water Well Drillers File

File Objective: To provide names and addresses of water
well drillers corresponding to numeric
codes

File Description: Driller code
Driller name
Driller address

File Size: 3,000

Key Identifier: driller code

Confidentiality Status: non confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Technical Services Branch

File Name: Treatment Works Descriptor File

File Objective: To provide information on water and
sewage plants with respect to
identification, location and prime
characteristics

File Description: Works identification and name
Location codes
Types and capacities

File Size: 800

Key Identifier: works number

Confidentiality Status: non confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch

File Name: Litter Survey Master File

File Objective: To provide assessment and control
information pertaining to litter

File Description: Site identification
Type of area
Type of litter encountered

File Size: 10,000

Key Identifier: site identification

Confidentiality Status: a summary report is being prepared

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch

File Name: Newspaper Recycling Survey Master File

File Objective: To provide assessment information pertaining
to newspaper recycling in the Brampton area

File Description: Site identification
Site description
Newspaper type, etc.

File Size: 20,000

Key Identifier: site number

Confidentiality Status: a summary report is being prepared

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Special Services Branch
Translation Section

File Name: Translation Statistics

File Objective: To provide data to determine the
budget for the Translation Section
and the need for new translators

File Description: This file contains statistical
data on translations received from
the Government and public

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Finance Branch

File Name: Financial Information System

File Objective: To provide a total record of all financial transactions related to appropriations, budgets, buildings, branches, etc., within Ministry of Government Services

File Description: See M.G.S. user guide for sub-systems and range of files

File Size: not available

Key Identifier: by Ministry of Government Services codes

Confidentiality Status: low

Mode of Storage: computer files

Retention Period: varies with the sub-system

Ministry/Agency: Ministry of Government Services
Finance Branch

File Name: Building Costs

File Objective: To provide a record of construction,
major repair and maintenance costs
of government owned buildings

File Description: Computer-based, developed from expenditure
and master file inputs through Ministry
Financial Information System

File Size: 7,000 building records

Key Identifier: building number

Confidentiality Status: low

Mode of Storage: computer files

Retention Period: life of asset

Ministry/Agency: Ministry of Government Services
Property Management Branch

File Name: Government Owned Building Inventory
(G.O.B.I.)

File Objective: To maintain a master file of Government-
Owned Buildings

File Description: Individual identification of Government-
Owned Buildings by building number and
installation, location, type and region

File Size: 5,000 +

Key Identifier: building number and installation number

Confidentiality Status: none

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Property Management Branch

File Name: Computer Oriented System for Repairs
and Improvements (C.O.S.R.I.)

File Objective: To provide a program for the effective
management of repairs to Government-
Owned Buildings and their components

File Description: The file provides the building or
installation number with name, street
address, municipality; gives building
acquisition date and retention life,
type of service, area, buildings costs
and cycle of effective repairs, etc.

File Size: 5,000 +

Key Identifier: building number or installation number

Confidentiality Status: none

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Citizens' Inquiry Branch

File Name: Inquiry Statistics

File Objective: To collect data on inquiries received by the branch for these purposes:

- as the basis for monthly reports to Deputy Ministers, MPPs and others
- to indicate for our own planning and information purposes what type of inquiries are being handled

File Description: Contains a daily summary sheet completed by each staff member answering inquiries. The list of inquiries is compiled daily by provincial ministry or federal or municipal department.

File Size: 3000 +

Key Identifier: year, month, date of inquiries

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: no retention schedule defined as yet

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: Annual Reports - Local Health Units

File Objective: To provide data to monitor activities
of local health units

File Description: Contains statistics on local health
unit's activities including services
provided and incidence of disease

File Size: 43

Key Identifier: district name and year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Nursing Assistant Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex, etc.) education, geographical location, field of activity and position held by all registered nursing assistants

File Size: 25,000

Key Identifier: Colleges of Nurses registration number

Confidentiality Status: not confidential but release of names or identifiable records requires College of Nurses of Ontario clearance

Mode of Storage: computer tape 1. annual inventory
2. cumulative history (beginning with year 197

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Health Services
Inspection Branch
X-Ray Inspection

File Name: Inspection of Installed X-Ray Units

File Objective:

- 1) to check if all units comply with regulations in Ontario Regulation 721
- 2) to keep a record of all x-ray owners in the province by process of registration for safety inspection and usage
- 3) provide statistics on how many owners are in the province and in what area they are used, both geographically and occupationally

File Description:

- a) This file contains information pertaining to the inspection of installed x-ray units in industrial, medical and educational centres or locations
- b) Information and correspondence re: installations of x-ray units, over-dose of radiation exposure and other related matter

File Size: 4500

Key Identifier: registration number

Confidentiality Status: aggregate - not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Health Promotion Branch
Community Health Standards Division

File Name: C.N.R. Dental Car and Four
Road Vehicles

File Objective: To provide data to compile
annual reports

File Description: Contains a report of dental
treatment provided for school
children in remote northern
areas

File Size: 2

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Home Care and Medical Rehabilitation
Division

File Name: Cystic Fibrosis

File Objective: To determine financial assistance
to cystic fibrosis cases

File Description: Contains records of financial
assistance provided to cases of
cystic fibrosis for equipment
and drugs

File Size: 465

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Psychiatric Hospitals Branch

File Name: Inventory of Physical Stock at Fiscal
Year End (i.e., March 31)

File Objective: To compile figures for the Public
Accounts Committee

File Description: Contains year end data on inventory items

File Size: not available

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: not available

Retention Period: seven years

Ministry/Agency: Ministry of Health
Clinic Services Branch
Direct Services Division

File Name: Industrial Chest Survey File

File Objective: To provide a -

- a) record of dust-exposed employees
- b) record of employees holding health certificates
- c) record of employees rejected for dust-exposure occupation
- d) record of employees with occupational disease of the lungs
- e) record of employees with infectious disease of the lungs
- f) record of employees having miners' certificate

File Description: Contains -

- 1) chest x-ray films
- 2) chest x-ray reports
- 3) pulmonary function test reports
- 4) health certificate duplicates

File Size: 900 plants

Key Identifier: name, age, S.I.N.

Confidentiality Status: summaries - published

Mode of Storage: paper file, x-ray film

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division

File Name: Ontario Dental Health Index

File Objective: To provide dental health indices
To determine the need for dental treatment
To evaluate public health preventive
dental programs
To determine the caries attack rates

File Description: Contains dental health records of a
random sample of Ontario Elementary
School children

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Northern Ontario Public Health Service
Community Health Protection Branch
Community Health Standards Division

File Name: Public Health Nursing - Annual Reports

File Objective: To obtain information on the amount
of service given

To identify areas where more services
are required

File Description: Contains the annual reports of public
health nursing

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Direct Services Division
Laboratory Services Branch

File Name: Statistical Records - Laboratory

File Objective: To assess trends in workload as an aid in planning future requirements;
to provide data for annual reports;
to provide data for comparisons of cost per year

File Description: Contains analysis of the types of specimens, number of DBS units scored by month and by laboratory when applicable

File Size: 28

Key Identifier: year and laboratory

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: monthly data - 2 years
yearly - indefinitely

Ministry/Agency: Ministry of Health
Personal Care Standards Division
Medical & Nursing Standards Branch
(may be transferred to Direct Services
Division in future)

File Name: Thalidomide Program

File Objective: To provide data to meet the needs of
thalidomide deformed children

File Description: Contains a record of financial costs,
artificial limbs, treatment for children
with thalidomide deformities

File Size: 30

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Ontario Ambulance Services
Information System (OASIS)

File Name: Ambulance Call Reports
OASIS Call File

File Objective: To provide data to monitor the casualty care rendered by E.H.S. ambulance fleet including the analysis of the time, space, allocation (labour and capital), casualty care training, communication, cost and casualty care rendered variables of the ambulance system

File Description: Contains data on the time, space, patient observations, casualty care rendered, weather, road conditions for every ambulance call

File Size: 500,000

Key Identifier: call number, insurance number, hospital register number

Confidentiality Status: aggregate statistical data not confidential

Mode of Storage: multiple paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Annual Return of Hospitals -
Form HS-1 Facilities and Services

File Objective: To produce the annual statistical
publication Hospital Statistics - Public
and Private Hospitals

To provide data for special studies and
planning purposes

File Description: This file contains data on hospital
utilization and on nursing and
paramedical personnel

File Size: 300 per year

Key Identifier: location and name of hospital or its
code number

Confidentiality Status: non-confidential

Mode of Storage: paper file, computer tape, micro film

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Ambulance Services Branch

File Name: Ambulance Services Act and Regulations
Ambulance Services Activity Report
Vehicles
Vehicle Accidents

File Objective: To maintain a control of all ambulance services through background material

File Description: Contains:
Ambulance Services Act 1966 and Draft Regulations
Vehicle Registration, Insurance Certificate, basic cost and equipment for each vehicle.
Reports of accident and relevant correspondence
Ambulance Services Activity Report produced by computer from Ontario Ambulance Services Information System (O.A.S.I.S) files identifying by services the number of calls by priority type per annum

File Size: 1156

Key Identifier: by name and file number, by E.H.S.
vehicle number, by accident number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Ambulance Services Branch

File Name: Ambulance Act and Regulations,
Vehicles

File Objective: To maintain a control of all
ambulance services through
background material

File Description: Contains:
Ambulance Act 1968 Amendments 1971
Regulations
Ambulance Act & Regulations -
Amendments (Draft)
Vehicle Registration, Insurance Certificate
basic cost and equipment for each vehicle

File Size: 1156

Key Identifier: by name and file number, by A.S.B.
vehicle number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Tourism and Recreation Studies Branch

File Name: A compilation of Abstracts of Research
Reports (2 volumes)

File Objective: To provide data on tourism in Ontario

File Description: Short studies analyses and reports on
various regions, recreations and tourism
travel in Ontario

File Size: not available

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: not available

Retention Period: indefinite

Ministry/Agency: Ministry of Industry and Tourism
Foreign Market Research Branch

File Name: Ontario Exports by Commodity or Ontario
Exports by Country

File Objective: To provide data for a report on exports

File Description: This file contains information on the
value and quantity of Ontario exports

File Size: 7,000 - 10,000

Key Identifier: none

Confidentiality Status: not confidential - available from
this ministry

Mode of Storage: computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Industry and Tourism
Industrial Research Branch

File Name: The Furniture Industry in Ontario

File Objective: To provide background material
for a study on the Furniture
Industry in Ontario

File Description: This file contains data on historical
growth, present status, imports and
exports, and trends in the furniture
industry

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Industrial Development Branch

File Name: Industrial Survey of Ontario
Municipalities

File Objective: To provide community data for
industrial location studies

File Description: Contains data from industrial surveys

File Size: not available

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of Industry and Tourism
Foreign Market Research Branch

File Name: Foreign Market Study

File Objective: Research on foreign markets, studies available in 1973 on following countries:

| | | |
|----------------|---------------|----------------|
| Algeria | Finland | Netherlands |
| Australia | France | New Zealand |
| Argentina | Germany, West | Norway |
| Belgium | Hungary | Niger |
| Luxembourg | Hong Kong | Nigeria |
| Brazil | Israel | Poland |
| Caribbean | Indonesia | Puerto Rico |
| countries | Italy | Roumania |
| Czechoslovakia | India | Switzerland |
| Cuba | Japan | South Africa |
| Denmark | Libya | Spain |
| Ecudar | Mexico | Sweden |
| | | United Kingdon |
| | | U.S.S.R. |
| | | Yugoslavia |

File Description: Economic background including structure of the economy, foreign trade, Canadian trade, economic and trade policy, Ontario domestic exports, Canadian domestic exports and Canadian imports and opportunity for Ontario exports

File Size: 37

Key Identifier: country

Confidentiality Status: not confidential - available from this ministry (publications)

Mode of Storage: paper booklets

Retention Period: indefinite, i.e. maybe updated but all copies kept

Ministry/Agency: Ministry of Industry and Tourism
Tourism and Recreation Studies Branch

File Name: A Survey of Visitors to Ontario
Government Travel Information Centres
1968-1970

File Objective: To provide data on American tourists

To provide data to determine the
market and tourist destinations within
the Province

File Description: This file contains data on the number
of tourists, their origin and
destination patterns, accommodation
used and main reason for visiting

File Size: 30,000

Key Identifier: information centre code number

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card

Retention Period: 6 months for paper file
- undecided punch cards

Ministry/Agency: Ministry of Industry and Tourism
Foreign Market Research Branch

File Name: Study on containerization

File Objective: To provide information on the
developments in containerization
and their impact on Ontario

File Description: This file contains data on the
advantages and disadvantages of
containerization as a system, the
impact and response on the carriers
of containers (truckers, shippers),
the developments in Canadian ports
and competition from U.S. ports,
impact on freight forwarders, impact
of containerization in Ontario

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Tourism and Recreation Studies Branch

File Name: Current Recreation and Land Use
Inventory

File Objective: To provide data on tourist
accommodations for publication
in "Ontario Accommodation"

File Description: This file contains an inventory of
all commercial tourist establishments
in the Province, for example hotels,
motels, resorts, including provincial
and national parks; and data on number
of rental units, capacities, rates,
services, recreational facilities,
general topographical features of
property

File Size: 8,000

Key Identifier: numeric code

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Collective Bargaining Agreements

File Objective: Maintenance of central masterfile
for all Ontario Collective Bargaining
Agreements:
(a) record and observe trends in
collective bargaining

(b) provide data for guidelines
and compensation research

File Description: File consists of two parts:
(a) hardcopy - containing actual
current and historical
Collective Bargaining Agreements
(b) computer file of selected provision

File Size: (a) 7,000 (current) (b) 2,000 (historical)

Key Identifier: by employer, union and industry

Confidentiality Status: not confidential

Mode of Storage: selected data only on computer tape,
actual collective agreements retained on hardcopy file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Conciliation Services

File Objective: To measure the impact of the Ontario
Ministry of Labour Conciliation Services
on the relationships between organized
labour and management

To note trends in collective bargaining
and in issues being brought to the
collective bargaining table

To compile information which will
supplement and add to the knowledge
gained on the analysis of collective
agreements

File Description: To collect data which will provide a
comprehensive picture of conciliation
in its relationship to collective
bargaining in Ontario
This file contains disposition of disputes
requiring conciliation

File Size: 1,604

Key Identifier: name and location of the employer

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: The Compressed Work Week in Ontario

File Objective: To determine the extent and nature of
the compressed work schedule in Ontario

File Description: A record of 169 compressed work schedules
for 157 establishments indicating type of
schedule, number of employees on compressed
schedules, and advantages and disadvantages
of the compressed schedules

File Size: 157

Key Identifier: employer

Confidentiality Status: only aggregates are available

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Employee Attitudes Towards the Compressed
Work Schedule (COWW)

File Objective: To survey employee attitudes towards the
compressed work schedule

File Description: A computer file containing opinion data
for employees in 8 establishments.
Personal data was collected along with
opinion data on: travelling to and from
work, implementation of the compressed
work schedule, and general information.

File Size: 300

Key Identifier: establishment, employee

Confidentiality Status: only aggregates are available

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Special Survey of Selected
Manufacturing Industries

File Objective: To provide data for a report
concerning the planning of future
minimum wage legislation

File Description: This file contains data on five
selected industries showing -
1) number of employees
2) hours worked
3) wage rates
4) gross earnings broken by sex,
class of employee, size of firm,
locality

File Size: 218

Key Identifier: name and address
S.I.C. code

Confidentiality Status: only aggregates are available

Mode of Storage: paper file, punch cards, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Summer Employment of Ontario
Secondary School Students - 1969

File Objective: To provide data for planning policies
to tackle summer employment problems
for high school students

File Description: This file contains records on

- 1) number of students entering labour force for summer
- 2) type of student employment, earnings, duration
- 3) method of obtaining jobs, in which industry, number of jobs

(all cross classified by age, sex, grade, population area and branch of education)

File Size: 40,000

Key Identifier: coded by size of population area, by branch of education, age, sex, grade

Confidentiality Status: confidential files for which aggregate data may be provided

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Survey of the Barbering Industry
in Ontario, August, 1968

File Objective: To provide information on training
and working conditions in the
barbering industry to assist in
the administering of the Ministry
of Labour's programmes

To obtain data on the extent to
which Ministry programmes are
used and the impact they are
having on the barbering industry

File Description: Published article containing survey
results

File Size: 1,100'

Key Identifier: numerical

Confidentiality Status: data available in publication

Mode of Storage: completed survey questionnaires (original)

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages, Hours and Overtime Pay Provisions
in Selected Industries, April 1971 (WAGE)

File Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards

File Description: Establishment information on length of pay period, employment, overtime pay provisions and extent of unionism. Non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding May 1, 1971 for establishments in selected low wage industries

File Size: 7,048 establishments

Key Identifier: establishment sequence number

Confidentiality Status: only aggregates are available

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages, Hours and Overtime Pay Provisions
in Selected Industries, April 1972 (WAGE)

File Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards

File Description: Establishment information on length of pay period, employment and overtime pay provisions. Non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding May 1, 1973 for establishments in selected low wage industries.

File Size: 6,230 establishments

Key Identifier: establishment sequence number

Confidentiality Status: only aggregates are available

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages, Hours and Overtime Pay Provisions
in Selected Industries, August 1973 (WAGE)

File Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards

File Description: Establishment information on length of pay period, employment and overtime pay provisions. Non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding September 2, 1973 for establishments in selected low wage industries

File Size: 8,300 establishments

Key Identifier: establishment sequence number

Confidentiality Status: only aggregates are available

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Construction Accidents (COAC)

File Objective: To provide the Construction Safety Branch with information concerning accidents in the construction industry in 1972 and 1973

To determine whether the Construction Safety Branch is receiving all accident reports pertaining to construction

File Description: A set of construction accident reports for the last 3/4 of 1972 and the first 1/4 of 1973 containing data on date and time of accident, age, occupation, injury and length of employment of the injured employee and start and end of work shift in which accident occurred

File Size: 12,091

Key Identifier: sequence number, firm number, rate number, claim number

Confidentiality Status: only aggregates are available

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Advance Notice of Employment Termination
(ANET)

File Objective: To establish the extent to which employees
made use of the notice period to begin
searching for a new job

To explore the effect of advance notice
on success in obtaining another job

File Description: The survey of firms was conducted in June
1972 of firms and workers involved in
termination during the period of October
1971 to April 1972. Data was collected
on both the firm and for workers terminated

File Size: 23 employers, 2,139 employees

Key Identifier: establishment sequence number and employee SIN

Confidentiality Status: only aggregates are available

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Ontario Human Rights Commission

File Name: Masterfile Statistics

File Objective: To record and maintain a history
on the disposition of cases handled
by O.H.R.C.

File Description: This file contains a record on companies
and people by ethnic origins, type of
complaint, etc.

File Size: 2,000

Key Identifier: file number

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Aerial Inventory of Moose

File Objective: To provide data for statistical analysis
of the moose population

File Description: This file contains records of flight
conditions and observations of moose

File Size: 500

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Aerial Survey (Beaver Colonies)

File Objective: To provide data for beaver management

File Description: This file contains data on the location
of beaver colonies to specific areas of
the province

File Size: 21 maps and reports

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Information Branch
Accident Control Section

File Name: Annual Report of Workmen's
Compensation Claims

File Objective: To determine areas where attention
must be centered to control hazardous
injury potential situations

To provide data for safety officers,
districts and branches

File Description: This file contains a record of injuries and
illnesses reported to the Workmen's
Compensation Board consisting of a compilation
of the types, causes and costs and frequency
of occurrences

File Size: 1,000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 1½ years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Beaver Population Dynamics

File Objective: To provide data for beaver management
relative to harvest potential

File Description: This file contains the productivity,
mortality and density of the beaver
population

File Size: 15,000

Key Identifier: specimen number and exact map location

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Big game killed by means other than
legal hunting

File Objective: To provide an independent means of
assessing changes in game populations
and of assessing natural mortality,
mainly deer, moose and bears

To provide some data on reproductive
rates of the animals killed

File Description: This file contains data on -

- 1) big game killed by means other than
legal hunting
- 2) the reproductive rates of the animals
killed

File Size: 15000 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: punch card

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fisheries (Production and Value)

File Objective: To provide data in commercial fish
production for biological and economic
management of the resource

File Description: Contains data on the production and
value of commercial fish landings

File Size: 2,000 monthly

Key Identifier: fish species

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fisheries (Equipment, boats
and shore installations)

File Objective: To provide data for commercial Fish
Economic Survey

File Description: This file contains data on equipment,
boats and shore installations of
Commercial Fisheries

File Size: 2000

Key Identifier: by equipment

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Deer and Moose Pellet Group Counts

File Objective: To provide data for a report for head office

File Description: This file contains records of counts of deer and moose droppings during surveys to establish population indices

File Size: variable

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months determined by district

Ministry/Agency: Ministry of Natural Resources
Fish and Wildlife Research Branch

File Name: Deer Browse Tally Form

File Objective: To provide data for browse surveys and
for reports sent to head office

File Description: This file records the counts of stems
or twigs of young trees and shrubs eaten
by deer

File Size: variable 12-100

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months dependent by the district

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Deer Checking Station Cards

File Objective: To provide data for district reports which are forwarded to head office and, in future, entered into the Fish and Wildlife library

File Description: This file contains data concerning the numbers of hunters and the number, sex and age ratio and measurements of deer checked at checking stations or hunt camps

File Size: 5000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: unpunched cards

Retention Period: retained by district staffs for periods which they determine

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Deer Hunt Camp Report Forms

File Objective: To provide data on deer hunter numbers
and success, and the age and sex ratios
of deer

File Description: This file contains data on the length of
hunting and number of deer shot by deer
hunters and the sex and age ratios of deer

File Size: 2000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: retained by districts for periods
determined by them

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: District Waterfowl Banding Report

File Objective: To provide a ready reference concerning
waterfowl banding

File Description: This file contains the number and
species of waterfowl live - trapped
and banded at various locations in
each of 21 forest districts

File Size: 18

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Fisheries Branch

File Name: Field Record for Minnow Collection
- FR 4

File Objective: To provide a record to accurately
identify the location of capture of
minnow samples

File Description: This file contains field records documenting
the date, exact location, method of capture
and method of preservation of minnows
collected

File Size: 900

Key Identifier: (i) district code (ii) alphabetical listing
of lakes

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Fisheries Branch

File Name: Fish Stocking Records

File Objective: To provide data for the preparation of
the annual fish distribution report and
for purposes of management and evaluation
of stocking success

File Description: This file contains a record of all lakes
and streams currently stocked with
hatchery reared fish

File Size: not recorded

Key Identifier: i) waters stocked ii) county iii) species
iv) hatchery

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Air Service Branch

File Name: Flight Report File

File Objective: To provide data for monthly and annual reports

File Description: This file contains daily flight reports for the entire year by aircraft registration including pilot's and engineer's flying times, passenger insurance, and breakdown of flying for various branches of Ministry of Natural Resources

File Size: 150-200

Key Identifier: aircraft registration

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Mining Lands Branch

File Name: Quarry Permit

File Objective: To provide a continuous record of
sand and gravel removed under permit
from a specific parcel of ground

File Description: This file contains data on the amounts
of material removed from specific parcels
of ground under Authority of Quarry permit
with accounting of royalty payments per
cubic yard

File Size: not available

Key Identifier: numerical code

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 20 years depending on location of land
involved

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Gill Net Catch Record FR 5

File Objective: To provide a permanent record of species
and quantity of fish taken by gill netting

File Description: This file contains a record of the number
and kind of fish taken by gill netting

File Size: 300

Key Identifier: district code and alphabetically within
a district

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Accident Control Section
Information Branch

File Name: Hunter Safety Training Statistics

File Objective: To point out any great changes in
accident totals compared to changes
in the number of hunting licences sold

To provide data to the Fish and
Wildlife Branch

File Description: This file contains a record of persons
taking the Hunter Safety Training Course

File Size: 18,000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Hunting and angling license file

File Objective: To provide data to verify the purchase
of a hunting license or angling license

To provide a source of names and
addresses for an annually mailed survey
of sportsmen

File Description: This file contains copies of all angling
and hunting licenses issued in Ontario

File Size: 2,500,000

Key Identifier: numeric identifier (license number)
and the issuer who sold the license

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: angling - 1½ years
hunting - 3 years

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Lake Survey Summary Sheet FR 3

File Objective: To provide data for hatchery stocking of fish and the setting of commercial fish quotas for various planning groups and for future management purposes

File Description: This file contains a collection of physical, chemical and biological data of lakes in Ontario

File Size: 8000

Key Identifier: by district code and alphabetically within a district

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Timber Sales Branch

File Name: Mill Licence Returns
(Annual Timber Utilization & Production)

File Objective: To provide data for

- 1) annual summary for head office*
- 2) resource utilization estimates
- 3) assistance in implementing management and operating plans
- 4) industrial plant location studies

File Description: This file contains data on the utilization of timber by source, land tenures and tree species and production of lumber, pulp and other products by type for each mill licensee in the province

File Size: 900 annual returns

Key Identifier: name of mill licensee and forest district

Confidentiality Status: *aggregate summary available to public

Mode of Storage: paper file located in district of mill location

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Monthly fish hatchery production
summary

File Objective: To provide a summary of stock
on hand each month for the
purpose of allocation and
distribution of stocks to
various districts

To provide indicators of
relative production efficiency

To provide data for the preparation
of a production cost analysis

File Description: This file contains a monthly inventory
of each lot of fish in each hatchery
including number, weight and size of
fish, amount of food fed, mortality,
growth and food conversion

File Size: not specified

Key Identifier: (i) name of hatchery (ii) lot code number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Moose Browse Tally Form

File Objective: To provide data for a report
for head office

File Description: This file contains records of
counts of stems or twigs of
young trees and shrubs eaten
by moose

File Size: variable 12-100

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months as decided by the
district

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Moose checking station records

File Objective: To provide data for district reports which are sent to head office and eventually entered into the fish and wildlife library

File Description: This file contains numbers of moose hunters and the number, sex, and age ratio and measurements of moose collected at moose checking stations

File Size: 800 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: retained in districts for periods determined by them

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Predator Control

File Objective: To provide data for predator management

File Description: This file contains data on
investigations of predation
(wildlife) on domestic stock
and game populations

File Size: 75-100 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Resource Economics Branch

File Name: Private Landowner Survey in
Southern Ontario

File Objective: To provide data regarding the private,
rural landowners' socio-economic
characteristics and objectives of
land ownership for the purpose of
planning, resource management and
programme evaluation

Basis for the report "Rural Lands
and Landowners of Southern Ontario",
(1972)

File Description: This file contains data on type and
period of land tenure; property
composition; owner socio-economic
characteristics; owner objectives
and attitudes; and, forestry and
recreation activities

File Size: 3,963

Key Identifier: county and township

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card, computer disc

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Random singing ground census
- Woodcock

File Objective: To provide data -
1) to assess breeding woodcock
populations in Ontario on an
annual basis
2) to combine in a North American
Data Bank which is used to
determine trends in North
American woodcock populations

File Description: This file contains the number of
woodcock heard each spring on
randomly selected routes through
Southern Ontario

File Size: 85

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Financial Management Branch

File Name: Sale of Licences
(Fish and Wildlife)

File Objective: To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity

File Description: This file contains data on the quantities of licences sold and revenues derived by licence type reported annually

File Size: 25,000

Key Identifier: name of licence type

Confidentiality Status: not confidential

Mode of Storage: paper file, data accumulated in ledger

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Small Game Harvest Statistics

File Objective: To maintain a record of hunting
success for each species

To provide data for following trends,
predicting future success of hunters

File Description: This file contains a summary by
district and/or county of hunting
pressure and success of species
of small game

File Size: 47

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Summer Grouse Observations

File Objective: To provide data to follow trends in
ruffed grouse populations and to
predict availability of ruffed
grouse on an annual basis

File Description: This file contains data on the grouse
observed per mile of vehicle travel or
per man-day of field work in 21 forest
districts

File Size: 21

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Timber Sales Branch
Division of Forests

File Name: Timber Scaling Statistics

File Objective: To provide data for wood volume calculations, issuance of invoices and management of timber resources

File Description: This file contains data on the volume of timber

File Size: 100,000

Key Identifier: class of wood, tree species, cutting approval timber licence, management unit, district, month, season, annually

Confidentiality Status: aggregate data available to public

Mode of Storage: paper file; punch card and computer tape for processing only

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Trapper Fur Harvest

File Objective: To provide provincial fur (wild)
production data to relate to
production potential for management
of resource

File Description: This file contains data on the harvest
of 18 species of wild furbearers by
over 8000 trappers, by location, date

File Size: 43,000

Key Identifier: trapline number

Confidentiality Status: aggregate data available to public

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Engineering Services Branch

File Name: Water Level Records (at Dam Sites)

File Objective: To provide records for the history
of water levels on particular lakes
and rivers

To provide data to calculate flow
records

To provide information in water
resources planning and development

File Description: Contains water level records of lakes
and rivers taken above most of the
dams operated by the ministry

File Size: 50

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file, graphs

Retention Period: indefinitely/not decided

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Waterfowl Census

File Objective: To provide Ontario's contribution
to 'Atlantic Water Fowl flyway
summary of continental mid-Winter
water'

File Description: This file contains the census figures
for various species of waterfowl
overwintering in Ontario waters of
the Great Lakes and connecting waters

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Forest Fire Control Branch

File Name: Weather Record

File Objective: To provide data for correlating events such as:

- (1) growth or lack of growth of trees to measurable weather parameters
- (2) dryness of fuels and fire behavior to measurable weather parameters

File Description: This file is records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating

File Size: 900

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Timber Sales Branch

File Name: Pulpchip Reports

File Objective: To provide data for
1) annual head office summary*
2) estimates of resource and
residue utilization
3) industrial plant location studies

File Description: This file consists of annual listings
and a summary matrix of pulpchip
producers and consumers, indicating
transaction volumes

File Size: 100 producers, 30 consumers

Key Identifier: producer or consumer and forest district

Confidentiality Status: *aggregate summary available to public

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Geological Branch

File Name: Assessment Work
(on mining claims)

File Objective: To provide data for the preparation
of compilation reports and maps

To provide a library of unpublished
geological information for public use

File Description: This file contains reports on the
results of prospecting of mining
claims (unpatented) by private
companies and individuals as
required by the Mining Act

File Size: 12,000

Key Identifier: numerical code

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Division of Mines
Mineral Resources Branch

File Name: Statistics Canada Annual and
Monthly Census of Mines

File Objective: To provide data for an annual
statistical report on the
mineral production by Ontario
and for productivity studies
research material for economic
feasibility studies

File Description: This file contains data on the
inputs and outputs of each mine,
pit or quarry operation

File Size: 481

Key Identifier: Statistics Canada code number
on addressograph

Confidentiality Status: aggregate data available to public

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Division of Mines
Mineral Resources Branch

File Name: Statistics Canada Survey of
Exploration and Development of
Mineral Resources

File Objective: To provide data for an annual statistical
report on the mineral production by Ontario
and for productivity studies research
material for economic feasibility studies

File Description: This file contains data on work done
and amounts spent on exploration and
development of mineral properties

File Size: 229

Key Identifier: Statistics Canada code number on
addressograph

Confidentiality Status: aggregate data available to public

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Northern Affairs Branch

File Name: Operational Statistics

File Objective: To provide data to the Northern
Affairs Branch to evaluate its
effectiveness

To provide data to the participating
ministries and agencies to evaluate
the effectiveness of their programmes
and their own field of offices

File Description: This file contains data on the enquiries,
complaints, etc. received in 25 Northern
Affairs offices in the field and the
office of the co-ordinator at Toronto

File Size: 26

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Creel Census Interview
(Form SF 150)

File Objective: To provide a record of creel census
interviews to aid in the analysis of
the fish-angler complex

File Description: This file contains information describing
the activities of fishing parties such as
number hours fished, bait used, fishing
method, weather, visitor type, origin,
type of fishing, number of lines, species
sought, species caught, and number released

File Size: 25,000/year

Key Identifier: lat/long, date, party number

Confidentiality Status: not confidential

Mode of Storage: tape

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Stream Survey Summary

File Objective: To provide information on the ecological characteristics of streams as an aid to management and planning

File Description: This file contains a collection of physical, chemical and biological data on streams in Ontario

File Size: 1500

Key Identifier: alphabetic by stream name, sequential by station number

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Records of Harvest, Employment and
Capital Investment in the Commercial
Fishing Industry

File Objective: To provide long-term socio-economic
and biological information on the
commercial fishery

File Description: Various statistical summaries of above
by area

File Size: not available

Key Identifier: harvest area

Confidentiality Status: not confidential unless describing
an individual fishery

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licensee Mailing List

File Objective: To provide a list of names of people
licensed to fish commercially for bait-
fish and food-fish

File Description: This file lists alphabetically by
district the licensee name, types of
licence and type of gear

File Size: not available

Key Identifier: district name and type of licensee

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Record of Commercial Fishing
Licence Quotas

File Objective: To provide fisheries management
information on allowable catch
from various lakes

File Description: Records showing fisheries and
related quotas

File Size: not available

Key Identifier: fishery name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: District Annual Bait-Fish Reports

File Objective: To provide annual information on
bait-fish harvest and sales

File Description: Individual reports for each district
showing bait-fish information

File Size: 21 reports/year

Key Identifier: district name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licence Copies
(Forms CF 96, CF 69 and CF 68)

File Objective: To provide management information on
the commercial fishing industry and
to verify the issue of a licence

File Description: Third copies of Commercial Fishing
Licence, Licence to Preserve Bait-Fish
and Bait-Fish Dealer's Licence

File Size: 4000/yr.

Key Identifier: licence number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Licence and Catch Report Record Cards

File Objective: To verify licensing and the receipt
of fishing reports

File Description: Electrofile cards showing licensee's
name, licence number, type of gear,
fishing location, and whether reports
have been received

File Size: 1200 cards

Key Identifier: licensee name

Confidentiality Status: not confidential

Mode of Storage: cards in electrofile

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Lake Record Cards

File Objective: To document the number of licences issued for each inland lake and to provide historical information on fishing activity on these lakes

File Description: Cards showing lake name and location, licensee names, licence numbers, and gear licensed each year

File Size: approximately 1000 cards

Key Identifier: lake name

Confidentiality Status: not confidential

Mode of Storage: card file

Retention Period: 15 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licence Record Books

File Objective: To provide historical and up-to-date
information on licensing activities
across the province

File Description: Record books listing licence information
on an area basis

File Size: not available

Key Identifier: licence area

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Revenue
Corporations Tax Branch
Land Tax Section

File Name: Assessment of Land and Improvements -
Basis of Land Tax Levy

File Objective: To provide data as a basis for Provincial
Land Tax Levy

File Description: File contains

1. name and address of the tax payer
2. survey description of property
3. judicial and department administration districts
4. assessment of land and buildings

File Size: 75,000

Key Identifier: account number

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Solicitor General
Centre of Forensic Sciences

File Name: Breathalyzer Statistics

File Objective: To provide data on
1) location of tests
2) no. of interviews
3) no. of refusals
4) no. of tests
5) no. charged
6) no. not charged (low reading)

File Description: File contains annual report of
breathalyzer programme

File Size: not available

Key Identifier: force interviewing, location and results

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 25 years

Ministry/Agency: Ministry of the Solicitor General
Emergency Measures

File Name: County/Area Annual Progress Report
(Emergency Measures)

File Objective: To provide data for a review of the
state of organization, planning,
training, development and efficiency
of county/area EMOS, as a source of
statistics, and as a guide in the
approval of county/area EMO budgets

File Description: This file contains data on the state
of organization, planning, development
and training of each county/area EMO
with detail of annual activities

File Size: 47

Key Identifier: name and address

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 7 years

Ministry/Agency: Ministry of the Solicitor General
Emergency Measures Branch

File Name: Fallout-Shelter Survey - Ontario

File Objective: To evaluate fallout shelter vis-a-vis
other protective systems

To provide the basis for future
development of public fallout
shelter systems

File Description: This file contains data on the
identity, protective capability,
available area and suitability of
major buildings for use as public
shelter against radioactive fallout
throughout the province

File Size: 55,000

Key Identifier: index based on the geographical
co-ordinates of the building (numbers
from Government of Canada computer program)

Confidentiality Status: not confidential

Mode of Storage: paper file, visual display

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Expenditures on Highways by
County and District

File Objective: To provide data on expenditures
on highways for political, statistical
and press releases by various
jurisdictions

File Description: This file contains data on
expenditures on highways by
county and district

File Size: 1,000

Key Identifier: highway number and location

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation and
Communications
Systems Planning Branch
Municipal Planning Office

File Name: Land Use Inventory Data

File Objective: To provide data for developing
TARMS model; a transportation
study for the TARMS Region

File Description: This file contains detailed land use
data on population, employment,
dwelling units, acreage, parking, etc.

File Size: 1400

Key Identifier: TARMS 1971 Zones, maps and list
(Toronto Area Regional Model Study)

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Material Price Index

File Objective: To provide data for planning
and budgeting purposes

File Description: This file contains a record of the
price, quantity and type of material
purchased by Ministry of Transportation
and Communications from various suppliers

File Size: 400

Key Identifier: purchase order number and type of
material

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 35 years

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Tender Price Index

File Objective: To provide data for cost estimating,
budget purposes, comparing price
trends with other provinces and
signalling unusual price movements

File Description: This file contains data on prices,
contract numbers, quantities and
location of work performed by
contractors on behalf of the
Ministry of Transportation and
Communications

File Size: 500

Key Identifier: contract number and tender item

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 35 years

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Operating Expenses of Ferry Boats

File Objective: To provide data to report to Statistics
Canada the Ministry of Transportation
and Communications operating expenses
of the various ferries in compliance
with Water Transportation Report,
Statistics Act, Chapter 257

File Description: This file contains the operating
expenses of ferries under the
Ministry of Transportation and
Communications' jurisdiction

File Size: 6

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation and
Communications
Engineering Services Branch
Soil Mechanics Section

File Name: Geotechnical Cross Reference and
Retrieval System (Geocres)

File Objective: To provide subsoil, bedrock and ground-
water information within the Province of
Ontario for Government agencies, civil
engineering and geological consultants,
contractors, institutions of learning
and the general public

File Description: This file contains the results of all the
foundations subsoil investigations carried
out between 1954 and the current year by
the Ministry or by consultants directly
or indirectly for the Ministry. The
locations of the investigations are marked
on detailed maps. Reports and soil data
may be viewed by a microfiche reader.

File Size: 3,500

Key Identifier: geographical locations, work order,
project, contract, district, site
and Hwy. numbers

Confidentiality Status: not confidential

Mode of Storage: paper file, microfiches, reference books

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Census of Manufactures

File Objective: To furnish planning and research branches
in the Ministry of Treasury, Economics and
Intergovernmental Affairs with manufacturing
statistics for analysis and policy formation

To attend to the statistical needs of other
Ontario Government Ministries subject to
resource and confidentiality constraints

To respond to the statistical needs of the
public sector to the extent that resources
will so permit

File Description: Contains information relating to industrial
and geographic classifications of
establishments engaged in manufacturing

Includes data on inventory, fuel and
electricity consumed, raw material inputs,
shipments, production, goods purchased
for resale, and employment and payroll

File Size: approximately 13,000

Key Identifier: the first 4 and last 3 digits of the 12 digit
identification numbers, which is composed of
the 4 digit SIC number, 5 digit geo-code,
3 digit establishment numbers

Confidentiality Status: only aggregate data available

Mode of Storage: paper file, punch card, computer tape

Retention Period: 10 years

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Census of Mines

File Objective: To provide statistics on mining
activities for the government and
other users in order to facilitate
economic planning, policy formation
and general economic research

File Description: Information relating to industrial and
geographic classifications of
establishments engaged in mining
operations

Includes data on inventories, fuel and
electricity consumed, materials purchased,
output, employment and payroll

File Size: approximately 1,200

Key Identifier: the first 4 and last 3 digits of the 12 digit
identification numbers, which is composed of
the 4 digit SIC number, 5 digit geo-code,
3 digit establishment numbers

Confidentiality Status: only aggregate data available

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics
and Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Financial Statistics of Active
Credit Unions in Ontario

File Objective: To provide data for

- (a) Administration of the Ontario
Credit Union Act (RSO - 1960)
- (b) Economic analysis by Ministry of
Treasury, Economics and
Intergovernmental Affairs
- (c) Statistical growth analysis by
O.C.U.L. and CUNA

File Description: This file contains data on Active
Credit Unions in Ontario including -

- 1. Assets, liabilities
- 2. Member's equity
- 3. Income and expenditures
- 4. Reserve accounts, surplus accounts
- 5. New loans issued
- 6. Non-financial data

File Size: 1,500

Key Identifier: name and address of Credit Union,
charter number

Confidentiality Status: aggregate data available annually and
quarterly in the publication 'Ontario Credit Unions'

Mode of Storage: punch card, magnetic tape

Retention Period: 3 - 5 years / not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Non - NHA Mortgage Registrations
in Ontario

File Objective: Provide data for Economic Analysis
and Financial Planning

File Description: Contains data on conventional real
estate mortgages (excluding chattel
mortgages)

Data includes class of mortgagor
and mortgagee, amount of mortgage,
interest rate per annum, length of
contract, municipality

File Size: 190,000

Key Identifier: (1) mortgage registration number
(2) registry office/land titles office number

Confidentiality Status: aggregate data available in the
publication 'Realty Mortgage Loans Registered in Ontario' and
on request

Mode of Storage: punch card, computer tape, computer disc

Retention Period: 3-5 years
not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Area Studies

File Objective: To provide data on local community conditions

To provide information to other agencies of government concerned with the physical and economic development of the province

To provide data as a basis for local planning, subdivision and official plan review, location of new town sites, transportation studies, etc.

File Description: This file contains survey data, (base study year) analysis and forecasts of population, employment and households (permanent and seasonal) and land use for most of the Province

File Size: not recorded

Key Identifier: study name, municipality, traffic zone

Confidentiality Status: not confidential (some employment data and forecasts are restricted)

Mode of Storage: paper files, maps

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Services Division and
Taxation and Fiscal Policy Division
Municipal Finance Branch

File Name: Financial Statements of Municipalities

File Objective: To fulfil the statutory requirement to
file an annual audited statement by each
municipality

File Description: Contains audited financial statement
of each municipality

File Size: 903

Key Identifier: municipality name

Confidentiality Status: not confidential (municipalities
publish their financial statements)

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Finance Branch

File Name: Grants Register

File Objective: To provide a list of provincial grants
received by each municipality in Ontario

File Description: Contains a list of municipalities with
the provincial grants received by each

File Size: 903

Key Identifier: municipality name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Subsidies Branch

File Name: Partial inventory of province owned
property with respect to which
(a) payments in lieu of taxes are made
and (b) taxes are paid for occupying
tenants

File Objective: To provide data for the payment of
subsidies (payments in lieu of taxes)
and the payment of taxes for tenants
to municipalities

File Description: Contains assessment and municipal tax
bill details with respect to province
owned properties

File Size: 5,000 [3,600 properties on which payments in
lieu are made - 1,400 properties on
which taxes are paid for tenants

Key Identifier: name of municipality in which property
situated - name of government ministry
responsible for property

Confidentiality Status: not confidential

Mode of Storage: cardex - rotary

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Finance Branch

File Name: Return of Assessment and
Population of a Local Municipality

File Objective: To provide information on assessment
and population of each local municipality

File Description: Contains the assessment of real property
and business upon which taxes are levied
and an analysis of population by age groups

File Size: 863

Key Identifier: municipality name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Subdivision Application Data Sheets

File Objective: To provide data to determine the rate
of application and approval by quantity
and time of subdivision applications

File Description: Contains a summary by municipality of
the applications for approval of the
plans of subdivisions submitted to the
Ministry of Treasury, Economics and
Intergovernmental Affairs since 1946
with respect to number of lots, date of
submission, date of draft approval, date
of final approval, area, registration date
and number, etc. Statistical file no
longer maintained

File Size: not available

Key Identifier: numeric code

Confidentiality Status: not confidential

Mode of Storage: paper file, map

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Urban Land Use in Ontario

File Objective: To provide data on the quantities of each urban land area devoted to different uses, in a sample of urban municipalities (50) to be examined as a comparative background against which standards and forecasts may be considered

File Description: This file contains an analysis of urban land use areas in selected Ontario municipalities and includes quantities in each devoted to different land uses in relation to population size

File Size: not available

Key Identifier: urban municipality

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Survey of Real Estate Brokerage Firms

File Objective: The purpose of this authorized survey is to provide this Ministry and the central policy research units with information about the real estate industry in Ontario for fiscal and planning studies related to the service industries

File Description: The data collected include annual financial statistics in terms of income, business and consumers expenditures, and the number of employees, and quarterly information to provide a measure of output for the industry such as number of real estate transactions and their value

File Size: 3,000 approximately

Key Identifier: name and address of real estate firms the first 4 of the 6 digits for company the 5th digit for region and the last 1 digit for stratum

Confidentiality Status: aggregate data available in the publication
'Real Estate Brokerage Firms in Ontario'

Mode of Storage: punch cards, magnetic tapes

Retention Period: 5 years minimum





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